

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit Operations Division of Maintenance 125 Pine Street Atlanta, GA		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed JUN 29 1976    76-225    JUL - 1 1976	
		1. Application	2. Dept. Application No.
4. Person to Contact Mr. Verlin King		5. Working Title    Manager of Maintenance Administration	
		6. Telephone Number    586-5335	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no farther accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 1960    Present		9. Records Series Title (followed by title used in office, if different) Bus Maintenance File	
10. Division and Office Function		What is the function of the Division and the Office in which this record series is created?  See Attached.	
11. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to:		the routine and periodic maintenance of busses and bus equipment.	
Included are:		shop maintenance card, monthly maintenance guide sheet, inspection reports, and major unit change notices.	
File is arranged:		chronologically by date, thereunder by name of maintenance facility and numerically by bus number.	
12. Monthly Reference Rate    How often are records referred to which are: One to six months old    20    ; Seven to twelve months old    10    ; Thirteen to twenty-four months old    2    ; twenty-five months and older    1    ?			
13. Annual Rate of Accumulation of Records Letter-size drawers    12    ; Legal-size drawers    ; Shelves    ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <b>See attached.</b>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>5</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files are used as legal evidence to determine the mechanical condition of busses involved in accidents. There is a four year statute of limitation on the filing of law suits. Therefore, the administrative decision to keep these files is based on the above need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area 6 month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>V. E. King</i>			<i>Wayne P. Gornel</i>	<i>6-24-76</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>William V. Carasik</i>			<i>William V. Carasik</i>	<i>6-28-76</i>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>W. E. King</i>			<i>Canoll Hart</i>	<i>6-30-76</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Hare</i>	<i>6-22-76</i>			

## DIVISION OF MAINTENANCE

### Functions and Responsibilities

The division is responsible for the maintenance of all garages, maintenance facilities, buses, automobiles, and trucks of the Authority. It maintains the parts inventory and issues parts to all garages. The maintenance of all divisional personnel, automobile, truck, and bus records is a responsibility of this division.

The division provides for security of the Virginia Avenue facility, the assignment of buses to routes, and inspectors for the quality control of new buses and new bus maintenance facilities, also provides for information to support warranty claims on new equipment.

Bus stops are installed and maintained, and passenger shelters and rights-of-way are cleaned and maintained by the division.

Also, develops and conducts a training program for maintenance personnel.

Approved by: \_\_\_\_\_

Alan F. Kiepper  
General Manager

Date: \_\_\_\_\_

12-18-71